



GENERAL INFORMATION

Any citizen who is a qualified elector and a resident of the Village of Key Biscayne, Florida for at least one year preceding the date of filing may be a candidate for the office of Village Council.

If more than two candidates file for the office of Mayor, a primary election for that office will be held, if necessary, on Tuesday, August 26, 2014.

A regular election for Mayor and three Councilmembers will be held on Tuesday, November 4, 2014.

The Mayor shall be elected at-large for a two year term by the electors of the Village in the manner provided in Article V of the Charter of the Village of Key Biscayne. Councilmembers shall be elected at-large for a four (4) year term by the electors of the Village in the manner provided in Article V of the Charter of the Village of Key Biscayne.

No person shall serve as Mayor for more than two (2) consecutive elected terms, and no person may serve on the Council, or as any combination of Mayor and Councilmember, for more than eight (8) consecutive years.

The duly elected Mayor and Councilmembers will be installed to their respective offices nine days following the day of the regular election at which s/he is elected.

Miami-Dade County Commission on Ethics and Public Trust

Memo

To: All Elected Public Officials of Miami-Dade County and all Municipalities in Miami-

Dade County; Clerk of the Board, Miami-Dade County Commission: Clerks of all

Municipal Governing Boards in Miami-Dade County

From: Joseph M. Centorino, Executive Director and General Counsel, Miami-Dade

Commission on Ethics and Public Trust

Date: July 10, 2013

Re: Ordinance Requiring County and Municipal Elected Officials to Complete Ethics

Course Within Specified Time Period

On June 4, 2013, the Miami-Dade Board of County Commissioners gave final passage to Agenda Item No. 7 (C), amending Section 2-11.1 of the Code of Miami-Dade County. A copy of the ordinance change is attached hereto.

This item amends the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance to require that all County and Municipal elected officials in Miami-Dade County "shall, within ninety (90) days after being sworn into office, submit to the Clerk of the Board a certificate of completion of an ethics course offered by the Miami-Dade County Commission on Ethics and Public Trust." The course is to include, at a minimum, a review of the Conflict of Interest and Code of Ethics Ordinance; the Sunshine Law; the Public Records Law and the Citizens' Bill of Rights.

This ordinance is binding on the County Mayor and Board of County Commissioners, as well as all Municipal elected officials. The ethics course requirement applies to all newly-elected officials and re-elected incumbent officials, regardless of whether they have previously taken the course.

It is the intent of the Miami-Dade Commission on Ethics and Public Trust to facilitate compliance with this new requirement by offering this ethics course to all elected officials in County and Municipal governments at no cost. However, it will be expected that the elected

officials or their respective clerks will take the initiative to schedule the course. We request that each affected governmental unit contact us at least thirty (30) days prior to any election to schedule the course for that unit. Depending on circumstances, some courses may include more than one municipality.

In the event that a particular elected official is not able to attend a scheduled course, arrangements may be made for that individual to attend a different course or, in some cases, a video version of the course. However, we strongly recommend that the course be taken as soon as possible after the election to avoid a violation.

Failure to comply with this requirement could result in a complaint being filed against a non-compliant elected official for a violation of the Miami-Dade County Conflict of Interest and Code of Ethics, Section 2-11.1, Miami-Dade County Code.

If you have any questions about the requirements of this ordinance, or if you would like to schedule a course, please contact us by telephone at 305-579-2594 or by email at ethics@miamidade.gov.

cc: Offices of the Miami-Dade County Attorney and all Municipal Attorneys within Miami-Dade County

OFFICIAL FILE COPY CLERK OF THE BOARD OF COUNTY COMMISSIONERS MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Amended Agenda Item No. 7(A)

TO:

Honorable Chairwoman Rebeca Sosa

and Members, Board of County Commissioners

DATE:

January 23, 2013

FROM: R. A. Cuevas, Jr.

County Attorney

SUBJECT:

Ordinance creating reporting requirement for county and municipal candidates regarding paid and volunteer

campaign workers

participating in absentee ballot related campaign activities

Ordinance No. 13-05

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Jose "Pepe" Diaz, and Co-Sponsors Commissioner Esteban L. Bovo, Jr. and Chairwoman Rebeca Sosa.

R. A. Cuevas, Jr. County Attorney

RAC/smm





Date:

January 23, 2013

To:

Honorable Chairwoman Rebeca Sosa

and Members, Board of County Commissioners

From:

Carlos A. Glmenez

Mayor

Subject:

Ordinance Creating Reporting Requirements for County and Municipal Candidates

The proposed ordinance requires each campaign treasurer to file an additional expenditure report identifying the names of all paid or volunteer campaign workers participating in any activity regarding absentee ballots. The report shall be submitted to the Supervisor of Elections at the time of filing any contribution or expenditure reports. Candidates will have the ability to submit the required information through the current campaign finance reporting application. The implementation of this ordinance will not have a fiscal impact to the County.

Mina T. Hudak

Deputy Mayor/County Manager

Fis10012

Approved	Mayor	Amended Agenda Item No. 7(A)
Veto		1-23-13
Override		
	ORDINANCE NO. 13-05	

ORDINANCE CREATING REPORTING REQUIREMENT FOR COUNTY AND MUNICIPAL CANDIDATES REGARDING PAID AND VOLUNTEER CAMPAIGN WORKERS ABSENTEE BALLOT PARTICIPATING IN RELATED CAMPAIGN ACTIVITIES; PROVIDING PENALTIES FOR FAILURE TO REPORT AND FOR OTHER VIOLATIONS OF ABSENTEE BALLOT LAWS: PROVIDING ENFORCEMENT BY THE COMMISSION ON ETHICS AND PUBLIC TRUST: CREATING SECTION 12-14.1 OF THE CODE; PROVIDING SEVERABILITY, INCLUSION IN THE CODE AND AN EFFECTIVE DATE

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA:

Section 12-14.1 of the Code of Miami-Dade County, Florida, is hereby created to read as follows in its entirety:

Sec. 12-14.1. Absentee Ballot Campaigning Reporting Requirement.

(1) Each campaign treasurer designated by a candidate for County or municipal office in Miami-Dade County shall, at the time of filing any contribution or expenditure reports otherwise required by law, file an additional electronic report with the officer responsible for receiving such candidate's contribution or expenditure reports. The report shall identify the names of all paid campaign workers, whether employed by the campaign or any consultant or agent of the campaign, participating in the campaign or undertaking any other activities regarding absentee ballots. The report shall be filed on a form created by the Supervisor of Elections for such purpose.

Amended Agenda Item No. 7(A) Page 2

- (2) Any candidate failing to file a report as required by this section on the designated due date shall be subject to a fine of \$50 per day for the first three (3) days and, thereafter, \$500 per day for each day late not to exceed \$5,000. Such fine shall not be an allowable campaign expense and shall be paid only from the personal funds of the candidate. Any candidate may appeal or dispute the fine to the Miami-Dade County Commission on Ethics and Public Trust based upon, but not limited to, unusual circumstances surrounding the failure to file on the designated due date, and may request, and shall be entitled to, a hearing before the Commission on Ethics and Public Trust, which shall have the authority to waive the fine in whole or in part. Any such appeal or dispute shall be made within twenty (20) days after receipt of notice that payment is due or such appeal or dispute shall be waived.
- (3) Candidates for County and municipal office in Miami-Dade County may not direct or knowingly permit any paid or volunteer campaign worker to violate any provision of the Miami-Dade County Code or Florida Law regarding the conduct of absentee voting. Any such candidate found to violate this subsection by the Commission on Ethics and Public Trust shall, in addition to any other civil or criminal penalties provided by law, shall be subject to the penalties provided in Section 2-11.1(bb) of the Code of Miami-Dade County.
- Section 2. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.
- Section 3. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate word.

Amended Agenda Item No. 7(A) Page 3

Section 4. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED: January 23, 2013

Approved by County Attorney as to form and legal sufficiency:

Prepared by:

Oren Rosenthal

Prime Sponsor: Co-Sponsor: Commissioner Jose "Pepe" Diaz Commissioner Esteban L. Bovo, Jr.

Chairwoman Rebeca Sosa

REMEMBER TO SUBMIT A SIGNED ELECTRONIC COPY TO ELECTIONS VIA EMAIL AT CAMPAIGNS@MIAMIDADE.GOV.

MIAMI-DADE COUNTY ELECTIONS DEPARTMENT PAID CAMPAIGN WORKERS PARTICIPATING IN ABSENTEE BALLOT ACTIVITIES SUMMARY



THE ABOUNT EL BALLOT ACTIVITIES COMMINANT				
Name	OFFICE USE ONLY			
I.D. Number				
Address (number and street)	_			
City, State, Zip Code	_			
☐ CHECK IF ADDRESS HAS CHANGED				
Candidate for:				
D. Marras				
☐ Mayor				
Commissioner, District	_			
☐ Property Appraiser				
☐ Clerk of the Circuit Courts				
☐ Community Council, Area, Sub	o-Area			
REPORT IDE				
Report Name Cover Period	through			
Report Type				
	CATION			
It is a first degree misdemeanor for any pers				
I certify that I have examined this report and it is true, correct, and complete.	I certify that I have examined this report and it is true, correct, and complete.			
(Type name) Treasurer Deputy Treasurer	(Type name)			
X				
Signature	Signature			

PAID CAMPAIGN WORKERS PARTICIPATING IN ABSENTEE BALLOT ACTIVITIES



This report must be filed by applicable candidates running for Miami-Dade County Charter positions: Mayor, Commissioner, Property Appraiser, Cierk of the Circuit Courts, and Community Council

(1) Name		(2) I.D. Number				
(3) Report Name			through			
		(6) Page	of			
(7) Row Number	(8) Full Name (Last, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (if not directly hired by campaign)	(11) Amendment Type		
	-					
	-		-			
	-		-			
						
			-			
			-			
		<u>-</u>	-			
			-			

INSTRUCTIONS FOR PAID CAMPAIGN WORKERS PARTICIPATING IN ABSENTEE BALLOT ACTIVITIES

In line with Section 12-14.1 of the Code of Miami-Dade County, Florida, candidates running for Miami-Dade County Charter positions (Mayor, Commissioner Property Appraiser, Clerk of the Circuit Counts, and Community Council) whose paid poll workers are engaged in absentee ballot activities must file this form.

Section 12-14.1 Absentee Ballot Campaigning Reporting Requirement.

- (1) Each campaign treasurer designated by a candidate for County or municipal office in Miami-Dade County shall, at the time of fiting any contribution or expenditure reports otherwise required by law, file an additional electronic report with the officer responsible for receiving such candidate's contribution or expenditure reports. The report shall identify the names of all paid campaign workers, whether employed by the campaign or any consultant or agent of the campaign, participating in the campaign or undertaking any other activities regarding absentee ballots. The report shall be filed on a form crented by the Supervisor of Elections for such purpose.
- (2) Any candidate failing to file a report as required by this section on the designated due date shall be subject to a fine of \$50 per day for the first three (3) days and, thereafter, \$500 per day for each day late not to exceed \$5,000. Such fine shall not be an allowable campaign expense and shall be paid only from the personal funds of the candidate. Any candidate may appeal or dispute the fine to the Mami-Dade County Commission on Ethics and Public Trust based upon, but not limited to, unusual circumstances surrounding the fallure to file on the designated due date, and may request, and shall be entitled to, a hearing before the Commission on Ethics and Public Trust, which shall have the authority to walve the fine in whole or in part. Any such appeal or dispute shall be made within twenty (20) days after receipt of notice that payment is due or such appeal or dispute shall be waived.
- (3) Candidates for County and municipal office in Miami-Dade County may not direct or knowingly permit any paid or volunteer campaign worker to violate any provision of the Miami-Dade County Code or Florida Law regarding the conduct of absentee voting. Any such candidate found to violate this subsection by the Commission on Ethics and Public Trust shall, in addition to any other civil or criminal penalties provided by law, shall be subject to the penalties provided in Section 2-11.1(bb) of the Code of Miami-Dade County.

FILING OUT ALL THE REQUIRED FIELDS:

- Type name of the entity.
- (2) Type identification number assigned by the Supervisor of Elections or other filing officer.
- (3) Type report name (e.g., Q1-13, Q2-13, etc). (See Calendar and Election Dates for appropriate report names.)
- (4) Type cover period dates (e.g., 04/01/13 through 06/30/13). (See Calendar and Election Dates for appropriate cover periods.)
- (5) Select report type, it is either an Original submission or an Amendment. Select Original if it is the first time the form is filed for a report. Select Amendment when amending a previously submitted report.
- (6) Type page numbers (e.g., 1 of 3).
- (7) Type the row number. Each detail line shall have a row number assigned to it. Row numbers are to be assigned within each reporting period and for each detail line. Thus the report type and row number will combine to uniquely identify a paid campaign worker participating in absentee ballot activities. For example, a Q1 report having 40 campaign workers would use row numbers 1 through 40. The next report (Q2), comprised of 30 campaign workers would use row numbers 1 through 30. Campaign workers on amended Q1 reports would begin with row number 41 and on amended Q2 reports would begin with row number 31. See Amendment Type instructions below.
- (8) Type full name of paid campaign worker participating in absentee ballot activities.
- (9) Enter the type of organization employed by: Candidate Campaign, Consultant (hired by the Campaign), Agent of the Campaign, or Other.
- (10) Type the name of the organization that employed the paid campaign workers participating in absentee ballot activities.
- (11) Enter the Amendment Type (required only on amended reports) as either "ADD" or "DELETE".

ADDING A NEW RECORD: To add a new (previously unreported) record for the reporting period being amended, enter "ADD" in the amendment type on a line with ALL of the required data. The row number for an amendment type "ADD" will start at one plus the number of rows in the original report. For example, when amending an original Q2 report that had 30 rows, the ninth "ADD" row would have sequence number 39.

(7) Row Number	(8) Full Nama (Laat, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (if not directly hired by campaign)	(11) Amendment Type
39	Doe, John E	Candidate Campaign		GGA

DELETING AN EXISTING RECORD: Enter "DELETE" in the amendment type on the row number that needs to be deloted. In combination with the report number being amended, this row number will identify the paid campaign worker to be dropped from your active records.

(7) Row Numbe	(8) Full Name (Last, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (If not directly hired by campaign)	(11) Amendment Typo
39	Doe, John E	Candidate Campaign		DELETE

MODIFYING AN EXISTING RECORD: Enter "DELETE" in amendment type on the row number that needs to be corrected. In combination with the report number being amended, this row number will identify the paid campaign worker to be amended in your active records. On the next line, the sequence number remains the same, enter "ADD" in amendment type, and all required data in the ADD row will replace the dropped data.

(7) Row Number	(8) Full Name (Last, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (if not directly hired by campaign)	Тура
39	Doe, John E.	Candidate Campaign		DETELE
39	Doe, John E.	Consultant	ABC Consulting	ADD





HOW TO BECOME A CANDIDATE

APPOINT A CAMPAIGN TREASURER: The individual appointed as campaign treasurer or deputy treasurer must be a registered voter of the State of Florida. The candidate may be his/her own treasurer or deputy treasurer. Deputy Treasurers may be appointed at any time. The appointment of Campaign Treasurer is not effective until the Treasurer accepts the appointment by signing the Appointment of Campaign Treasurer and Designation of Campaign Depository Form DS-DE 9. Deputy Treasurers will have the same qualifications and may be appointed when account is opened or at a later date.

DESIGNATE A CAMPAIGN DEPOSITORY: You must obtain a tax number from IRS.gov prior to opening your bank account. The bank must be authorized to do business in the State of Florida. The account must be entitled "(Name of Candidate) Campaign Account". This account must be separate from any personal or business accounts. The bank should provide you with deposit slips and checks. Statements will be sent to your Campaign Treasurer. No candidate or spouse may use campaign funds to defray normal living expenses. Designating a campaign depository does not mean physically opening your account. It is merely naming the financial institution where your campaign funds will be deposited. This is because most banks require an initial deposit to open a campaign account and a contribution cannot be accepted prior to the candidate filing the form.

COMPLETE FORM DS-DE 9 "APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY." This form must be on file with the Village Clerk prior to opening campaign account.

FILE STATEMENT OF CANDIDATE acknowledging that you have received, read and understand the requirements of Chapter 106, Florida Statutes. This form must be filed within 10 days of filing Form DS-DE9.

Please Note: A candidate may appoint a Campaign Treasurer and designate a campaign depository at any time, but the appointment bust be filed no later than the date the candidate qualifies for office. However, a candidate may not accept contributions or make expenditures until after the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed with the Village Clerk. FSS 106.021(1)(a)

AT THIS TIME YOUR ARE CONSIDERED A CANDIDATE AND MAY BEGIN TO COLLECT AND SPEND MONIES FOR YOUR CAMPAIGN.





QUALIFYING REQUIREMENTS

Pursuant to Section 2-101 of the Village Code a candidate may qualify for the municipal election in the Office of the Village Clerk, Village of Key Biscayne, 88 West McIntyre Street, Suite 220, Key Biscayne, Florida.

Candidates for the office of Mayor shall qualify with the Village Clerk no earlier than 12:00 noon on Tuesday, June 12, 2014 and no later than 12:00 noon on Monday, June 23, 2014. All candidates must file their qualifying papers with the Village Clerk during this time period. A candidate may not qualify prior to 12:00 noon on June 12, 2014 or after 12:00 noon on June 23, 2014.

Candidates for the office of Village Council shall qualify with the Village Clerk no earlier than 12:00 noon on Monday, August 11, 2014 and no later than 12:00 noon on Thursday, August 21, 2014. All candidates must file their qualifying papers with the Village Clerk during this time period. A candidate may not qualify prior to 12:00 noon on August 11, 2014 or after 12:00 noon on August 21, 2014.

Qualifying papers shall include all of the following:

- Appointment of Campaign Treasurer and Designation of Campaign Depository Form (DS-DE9) (if not already all file) (FSS 106.021(1)(a))
- **Statement of Candidate Form** (DS-DE84) must be filed within 10 days of filing DS-DE9 (if not already on file) (FSS 106.023)
- Loyalty Oath (FSS 876.05) and Oath of Candidate (FSS 99.021) (DS-DE 248)
- Notice of Candidacy
- Statement of Financial Interest (FSS 99.061(4))
- Voter Registration Card
- **Qualifying Fee** Pursuant to the Village Charter (Sec. 2.04), a fee in the amount of \$100.00, payable to the Village of Key Biscayne from a campaign account, must be provided to the Village Clerk at the time of qualifying.





QUALIFYING REQUIREMENTS (Continued)

- One Residency Year and Registered Voter Pursuant to the Village Charter (Sec. 2.04), each candidate shall have resided continuously and have been a registered voter in the Village of Key Biscayne for at least one year preceding the date of such filing.
- **Resign to Run**, *if applicable*; Must resign from elective office not less than 10 days prior to the first day of qualifying. *(FSS 99.012)*

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN **DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the qualifying

officer before opening the camp	paign account.	.,					OFFIC	E USE	ONLY
1. CHECK APPROPRIATE BOX(•	-		_	.	,		_	_
Initial Filing of Form F	Re-filing to Change:	Tre	asurer/Deputy	<u> </u>	Depository	<u> </u>	Office		Party
2. Name of Candidate (in this ord	ler: First, Middle, La	st)	3. Address cade)	(includ	le post office t	oox or s	street, city,	state,	zip
4. Telephone 5. E-r	nail address		1						
()									
6. Office sought (include district,	circuit, group numb	er)	l l	cand plicat	lidate for a <u>ne</u> lle: My intent is to				
8. If a candidate for a <u>partisan</u> o	ffice, check block	and fill Ir	name of par	ty as	applicabie:	My inte	ent is to ru	n as a	
☐ Write-In ☐ No Party A	Affiliation					Pa	rty can	didate.	
9. I have appointed the followin	g person to act as	my [Campaigr	Trea	surer 🔲	Deput	y Treasur	ər	
0. Name of Treasurer or Deputy	Treasurer								
11. Mailing Address					12	2. Teles	ohone		
13. City 14.	County	15. State	16. Zip C	ode	17. E-mail ac	ldress			
18. I have designated the follow	ring bank as my		Primary De	osito	y 📋 S	econda	ry Deposit	ory	
19. Name of Bank		2	20. Address						
21. City	22. County		23.	State			24. Zip C	ebo	
UNDER PENALTIES OF PERJURY, I DE DESIGNATIO	CLARE THAT I HAVE R							EASUR	ER AND
25. Date		2	6. Signature o	f Can	didate				
			X						
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)									
1.					, do hereby	acced	t the appo	intmen	nt
(Ple	ase Print or Type N	ame)			, : ::::::::::	,-		<u> </u>	
designated above as:	Campaign Tr	easurer	Dep	ıty Tre	asurer.				
•		X							
Date			ignature of Ca	mpaig	n Treasurer o	r Depu	ty Treasu	er	

STATEMENT OF CANDIDATE

NDIDATE

(Section 106.023, F.S.) (Please print or type)

l,	,
candidate for the office of	;
have been provided access to read and understand the requirements of	
Chapter 106, Florida Statutes.	
X	
Signature of Candidate Date	

OFFICE USE ONLY

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

CANDIDATE OATH - CANDIDATE WITH NO PARTY AFFILIATION

	OFFICE USE ONLY
OATH OF CANDIDATE (Section 99.021, Florida Statutes)	
l,	
(PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT * - NAME MAY NOT BE CHANGED AFTER THE	end of qualifying)
am a candidate with no party affiliation for the office of(office)	, <u>N/A</u> ,
N/A · N/A ; I am a qualified elector of Miaml-Dade (group or seat #)	
I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire elected; I have qualified for no other public office in the state, the term of which office or concurrent with the office I seek; and I have resigned from any office from which I am required Section 99.012, Florida Statutes; and I will support the Constitution of the United States and to State of Florida.	re to be nominated or any part thereof runs to resign pursuant to
Χ ()	
Signature of Candidate Telephone Number Email Add	Iresa
Address City State	Zip Code
Candidate's Florida Voter Registration Number (located on your voter information card):	
* Please print name phonetically on the line below as you wish it to be pronounced on the audio with disabilities (see instructions on page 2 of this form):	ballot for persons
STATE OF FLORIDA	
COUNTY OF	
Sworn to (or affirmed) and subscribed before me this day of	, 20
Personally Known: or	
Personally Known: or	ned Name of Notary Public
Signature of Notary Public	ned Name of Notary Public

D9-DE 24B (Rev. 5/11) Rule 19-2,0001, F.A.C.

INSTRUCTIONS: INSERTING PHONETIC SPELLING OF CANDIDATE'S NAME FOR AUDIO BALLOT

Use the PRONUNCIATION KEY below to provide pronunciations for ambiguous first names and sumames. Capitalize STRESSED syllables, use lower case for unstressed syllables. Use dashes (-) to separate syllables. You should also add any notes such as rhyming examples, silent letters, etc.

PRONUNCIATION KEY Stressed Vowel Sounds EE (FEET) feet 1 (FIT) fit (BED) bed Ε (KAT) cat (KAD) cad Α (FAH-thur) fether AH (PAHR) par AH (HAHT) hat (TAHdee) toddy UH (FUHJ) fudge (FLUHD) flood UH (CHUHRCH) church (FAWN) fawn AW (FUL) full บ 00 (FOOD) food ΟU (FOUND) found (FO) foe 0 E) (FEIT) fight Αl (FAIT) fate õ (FOIL) for (FYOOR-ee-uhs) Y00 furious

Samples:

NAME ON BALLOT	PRONOUNCED AS
Mishaud	mee-SHO ('d' is slient)
Jahn	HAHN (rhyme: fawn)
Beauprez	boo-PRAI (rhyme: hooray)
Maniscalco	man-uh-SKAL-ko
Tangipahoa	TAN-ji-pah-HO-uh
Monte	Mahn-TAI
Tanya	TAWN-yuh (not TAN)

Unstressed Vowel Sounds	
uh	(SO-fuh) sofa (FING-
	guhr) finger

Certain Vowel Sounds with R	
AHR	(PAHR) par
ER	(PER) pair
IR	(PiR) peer
OR	(POR) pour
OOR	(POOR) poor
UHR	(PUHR) pun

Consc	onant Sounds		
В	(BED) bed	TS	(ITS) its (PITS-feeld) Pittsfield
D	(DET) debt	TH	(THEI) Thigh
F	(FED) fed	TH	(THEI) Thy
G	(GET) get	ZH	(A-zhuhr) azure (VI-zhuhn) vision
Н	(HED) head	Z	(GOODZ) goods (HUH-buhz-tuhn) Hubbardston
HW	(HWICH) which		
J	(JUHG) jug		
K	(KAD) cad		
L	(LAIM) /ame		
M	(MAT) mat		
N	(NET) net		
NG	(SING-uhr) singer		
P	(PET) pet		
R	(RED) red		
S	(SET) set		
Ť	(TEN) ten		
٧	(VET) vet		
Y	(YET) yet		
W	(WICH) witch		
СН	(CHUCRCH) church		
SH	(SHEEP) sheep		

NOTE: This page should not be submitted to the filing officer.





NOTICE OF CANDIDACY

2014 MUNICIPAL ELECTION VILLAGE OF KEY BISCAYNE OFFICE OF THE VILLAGE CLERK

Ι,	, an elector of the		
Village of Key Biscayne, who have res	ided continuously and have been a registered voter for		
at least one (1) year preceding the date	of filing of this Notice of Candidacy, whose residence		
is	in the Village of Key Biscayne, hereby announce		
my candidacy for the office of	, to be voted for at the election to be		
held on November 4, 2014, and I here	eby agree to serve if elected.		
	Signature of Candidate		
	Print Name		
	Address		
	Telephone Number		
Date and hour of filing:			
Received by: Conchita H. Alvarez, N			
Village Clerk/Supervis			

FORM 1 STATEMENT OF 2013 Please print or type your name, mailing FINANCIAL INTERESTS address, agency name, and position below: FOR OFFICE USE ONLY: LAST NAME - FIRST NAME - MIDDLE NAME : MAILING ADDRESS : CITY: ZIP: COUNTY: NAME OF AGENCY: NAME OF OFFICE OR POSITION HELD OR SOUGHT: You are not limited to the space on the lines on this form. Attach additional shoots, if necessary. CHECK ONLY IF CANDIDATE OR ■ NEW EMPLOYEE OR APPOINTEE **** BOTH PARTS OF THIS SECTION MUST BE COMPLETED **** DISCLOSURE PERIOD: THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one): **DECEMBER 31, 2013** OR SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR:_ MANNER OF CALCULATING REPORTABLE INTERESTS: FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING: COMPARATIVE (PERCENTAGE) THRESHOLDS OR **DOLLAR VALUE THRESHOLDS** PART A - PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions] (if you have nothing to report, write "none" or "n/a") NAME OF SOURCE SOURCE'S DESCRIPTION OF THE SOURCE'S OF INCOME **ADDRESS** PRINCIPAL BUSINESS ACTIVITY PART B - SECONDARY SOURCES OF INCOME [Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions] (if you have nothing to report, write "none" or "n/a") NAME OF NAME OF MAJOR SOURCES **ADDRESS** PRINCIPAL BUSINESS **BUSINESS ENTITY** OF BUSINESS' INCOME OF SOURCE ACTIVITY OF SOURCE

FILING INSTRUCTIONS for

when and where to file this form are located at the bottom

of page 2.

PART C - REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

PART D — INTANGIBLE PERSONAL PROPERTY [Sto (If you have nothing to report, write "non-		ctions]	
TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHI	CH THE PROPERTY RELATES	
PART E — LIABILITIES [Major debts - See instructions (If you have nothing to report, write "none		-	
NAME OF CREDITOR	ADDRESS OF CREDITOR		
PART F — INTERESTS IN SPECIFIED BUSINESSES [(If you have nothing to report, write "none"	Ownership or positions in certain types of busines or "n/a") BUSINESS ENTITY # 1	sses - See Instructions] BUSINESS ENTITY # 2	
NAME OF BUSINESS ENTITY			
ADDRESS OF BUSINESS ENTITY			
PRINCIPAL BUSINESS ACTIVITY			
POSITION HELD WITH ENTITY			
OWN MORE THAN A 5% INTEREST IN THE BUSINESS			
NATURE OF MY OWNERSHIP INTEREST			
IF ANY OF PARTS A THROUGH F AR	RE CONTINUED ON A SEPARATE SHEE	T, PLEASE CHECK HERE	
SIGNATURE (required):	DATE SIGNED (red	uired):	
f a certified public accountant licensed under Chapt the must complete the following statement:		• •	
he instructions to the form. Upon my reasonable kn	owledge and belief, the disclosure herein is tru	with Section 112.3145, Florida Statutes, and ue and correct.	
Signature		Date	
	FILING INSTRUCTIONS:		

WHAT TO FILE:

After completing all parts of this form, including signing and dating it, send back only the first sheet (pages 1 and 2) for filing.

If you have nothing to report in a particular section, you must write "none" or "n/a" in that section(s).

NOTE:

MULTIPLE FILING UNNECESSARY:

Generally, a person who has filed Form 1 for a calendar or fiscal year is not required to file a second Form 1 for the same year. However, a candidate who previously filed Form 1 because of another public position must at least file a copy of his or her original Form 1 when qualifying.

WHERE TO FILE:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.)

State officers or specified state employees file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303.

Candidates file this form together with their qualifying papers.

To determine what category your position falls under, see the "Who Must File" Instructions on page 3.

Facsimiles will not be accepted.

WHEN TO FILE:

initially, each local officer/employee, state officer, and specified state employee must file within 30 days of the date of his or her appointment

or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates for publicly-elected local office must file at the same time they file their qualifying papers.

Thereafter, local officers/employees, state officers, and specified state employees are required to file by July 1st following each calendar year in which they hold their positions.

Finally, at the end of office or employment, each local officer/employee, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment. However, filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if he or she was in their position on December 31, 2013.

NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 2, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. [Sec. 112.3145, Florida Statutes - applicable to non-judicial officials]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal, or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [Sec. 112.317, Florida Statutes]

WHO MUST FILE FORM 1:

All persons who fall within the categories of "state officers," "local officers/employees," or "specified state employees," as well as candidates for elective local office, are required to file Form 1. Positions within these categories are listed below. Persons required to file full financial disclosure (Form 6) and officers of the judicial branch do not file Form 1 (see Form 6 for a list of persons who must file that form).

STATE OFFICERS include:

- Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Workforce Florida; and members of the Council on the Social Status of Black Men and Boys; and Governors and senior managers of Citizens Property Insurance Corporation and Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Fla. Regional Transportation Commission, and members of the board of Tnumph Gulf Coast, Inc.
- The Commissioner of Education, members of the State Board of Education, the Board of Governors, and the local Boards of Trustees and Presidents of state universities.

LOCAL OFFICERS/EMPLOYEES include:

- Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits.
- Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
- 4) Persons holding any of these positions in local government: mayor, county or city manager, chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector, county

or municipal water resources coordinator, county or municipal pollution control director, county or municipal environmental control director, county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$20,000 for the local governmental unit.

- Officers and employees of entities serving as chief administrative officer of a political subdivision.
- Members of governing boards of charter schools operated by a city or other public entity.

SPECIFIED STATE EMPLOYEES include:

- Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
- 2) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
- 3) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, Assistant Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
- 4) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
- 5) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$20,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clenical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (At Top of Form):

If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. Your coordinator is identified in the financial disclosure portal on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: This should be the name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

OFFICE OR POSITION HELD OR SOUGHT: Use the title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file, if you are an active or former officer or employee listed in Section 119.071(4)(d), F.S., whose home address is exempt from disclosure, the Commission is required to maintain the confidentiality of your home address if you submit a written request for confidentiality. Persons listed in Section 119.071(4)(d), F.S., are encouraged to provide an address other than their home address.

DISCLOSURE PERIOD: The tax year for most individuals is the calendar year (January 1 through December 31). If that is the case for you, then your financial interests should be reported for the calendar year 2013; just check the box and you do not need to add any information in this part of the form. However, if you file your IRS tax return based on a tax year that is not the calendar year, you should specify the dates of your tax year in this portion of the form and check the appropriate box. This is the time frame or "disclosure period" for your report.

MANNER OF CALCULATING REPORTABLE INTEREST

As noted on the form, filers have the option of reporting based on <u>either</u> thresholds that are comparative (usually, based on percentage values) <u>or</u> thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. <u>You must use the type of threshold you have chosen for each part of the form.</u> In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A -- PRIMARY SOURCES OF INCOME

[Required by Sec. 112.3145(3)(a)1 or (b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary from serving in the position(s) which requires you to file this form, but this amount should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, then you should list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share
 of partnership gross income exceeded \$2,500, then you should list
 the name of the firm, its address, and its principal business activity
 (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, then you should list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, you are required to list <u>only each individual company</u> from which you derived more than \$2,500, rather than aggregating all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), then you should list as a source of income the name of the purchaser, the purchaser's address, and the purchaser's principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed simply as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by Sec. 112.3145(3)(a)2 or (b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported as "Primary Sources of Income," if it meets the

reporting threshold. You will *not* have anything to report *unless*, during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) during the disclosure period more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and
- (2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by Sec. 112.3145(3)(a)3 or (b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the previous tax year in excess of 5% of the property's value. You are not required to list your residences and vacation homes.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you are more than a 5% partner in a partnership or stockholder in a corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by Sec. 112.3145(3)(a)3 or (b)3, F.S.]

Provide a general description of any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes such things as money, stocks, bonds, certificates of deposit, interests in partnerships, beneficial interests in a trust, promissory notes owed to you, accounts receivable by you, assets held in IRA's, Deferred Retirement Option accounts, Florida Prepaid College Plan accounts and bank accounts. Things like automobiles, houses, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, certificates of deposit and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of surviorship should be valued at 100%.

PART E — LIABILITIES

[Required by Sec. 112.3145(3)(a)4 or (b)4, F.S.]

In this part of the form, list the name and address of each creditor to whom you owed more than \$10,000, at any time during the disclosure period.

You are not required to list the amount of any indebtedness. You do not have to disclose any of the following: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and have signed as being jointly liable or jointly and severally liable, then this is not a contingent liability; if the total amount of the debt exceeds \$10,000 it should be reported.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by Sec. 112.3145(5), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

You are required to disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, particular types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, you must indicate that fact and describe the nature of your interest.

(End of Dollar Value Thresholds Instructions.)

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by Sec. 112.3145(3)(a)1 or (b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary received from serving in the position(s) which requires you to file this form, but this amount should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than 5% of your gross income (salary, commissions, etc.) from the company, you should list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then you should list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, then you should list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, you are required to list <u>only each individual company</u> from which you derived more than 5% of your gross income, rather than aggregating all of your investment income.
- If more than 5% of your gross income was gain from the sale

of property (not just the selling price), then you should list as a source of income the name of the purchaser, the purchaser's address, and the purchaser's principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income (or, alternatively, \$2,500) was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by Sec. 112.3145(3)(a)2 or (b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported as a "Primary Source of Income," if it meets the reporting threshold. You will not have anything to report unless during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and
- (2) You received more than 10% of your gross income from that business entity; \boldsymbol{and}
- (3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mail and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by Sec. 112.3145(3)(a)3 or (b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the previous tax year in excess of 5% of the property's value. You are not required to list your residences and vacation homes.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you are more than a 5% partner in a partnership or stockholder in a corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by Sec. 112.3145(3)(a)3 or (b)3, F.S.]

Provide a general description of any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes such things as money, stocks, bonds, certificates of deposit, interests in partnerships, beneficial interests in a trust, promissory notes owed to you, accounts receivable by you, assets held in IRA's, Deferred Retirement Option accounts, Florida Prepaid College Plan accounts and bank accounts. Things like automobiles, houses, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%.

Calculations: In order to decide whether the intangible property exceeds 10% of your total assets, you will need to total the value of all of your assets (including real property, intangible property, and tangible personal property such as automobiles, jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property—add only the fair market value of the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example:

— You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

[Required by Sec. 112.3145(3)(a)4 or (b)4, F.S.]

In this part of the form, list the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth.

You are not required to list the <u>amount</u> of any indebtedness or your net worth. You do not have to disclose any of the following: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and have signed as being jointly liable or jointly and severally liable, then this is not a contingent liability.

Calculations: In order to decide whether the debt exceeds your net worth, you will need to total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). Subtract this amount from the value of all your assets as calculated above for Part D. This is your "net worth." You must list on the form each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Examples:

— You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by Sec. 112.3145(5), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

You are required to disclose in this part of the form the fact that you owned during the disclosure period an interest in, or held any of certain positions with, particular types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, you must indicate that fact and describe the nature of your interest.

(End of Percentage Thresholds Instructions.)





CHECKLIST FOR QUALIFICATION

 Proof of Voter Registration
 Appoint of Campaign Treasurer and Designation of Campaign Depository Form DS-De 9
 Statement of Candidate Form DS-DE 84
 Loyalty Oath/Oath of Candidate
Notice of Candidacy
Form 1 Statement of Financial Interests (and other applicable public disclosure forms pursuant to FSS 99.061(4))
 Qualifying Fee